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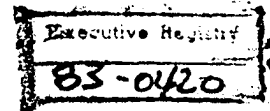
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**DEPARTMENT OF DEFENSE**

NATIONAL DEFENSE UNIVERSITY  
WASHINGTON, D.C. 20319  
**NDU-P**

January 19, 1983



REPLY TO  
ATTENTION OF:

Office of the President

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Casey:

It is a pleasure to invite you to nominate four candidates to attend the course at the National War College and one candidate to attend the course at the Industrial College of the Armed Forces commencing 8 August 1983. We would appreciate having your nominations to include personal histories prior to 15 April 1983.

To assist you in the selection of candidates, I have attached an extract from the Department of Defense Instruction which establishes the criteria for selecting civilian employees from DOD as students. Also attached is a copy of the National Defense University 1982-1983 catalogue which provides a succinct description of our academic programs.

A key part of the learning process at the National Defense University is the exchange of ideas, knowledge, and experiences among the military and civilian students who represent a variety of agencies and functional activities. We feel it is especially important that each nominee be considered by his or her agency as a career executive who can be expected to attain future positions of high responsibility in government.

The U.S. Office of Personnel Management (OPM) has agreed that completion of either the 10-month resident course at the National War College or the Industrial College of the Armed Forces exempts candidates seeking appointment in the Senior Executive Service, from the requirement to participate in the OPM Executive Development Seminar. A copy of the OPM letter of 25 February 1981 attesting to this exemption is also attached.

Prior to the beginning of the Academic Year each student must have a Final Top Secret Clearance plus have initiated a Department of Energy "Q" Clearance and a Special Background Investigation for access to Sensitive Compartmented Information.



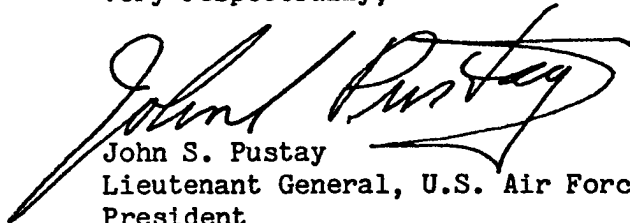
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Please feel free to have your staff contact my Administrative and Personnel Services Division at 693-8623 if they have queries of an administrative nature.

I am confident that the participation of your personnel in our program will be mutually beneficial.

Very respectfully,

A handwritten signature in black ink, appearing to read "John S. Pustay", written in a cursive style. The signature is positioned above the printed name and title.

Attachments

John S. Pustay  
Lieutenant General, U.S. Air Force  
President

CRITERIA FOR SELECTION OF CIVILIAN EMPLOYEES OF  
THE DEPARTMENT OF DEFENSE FOR ATTENDANCE AT  
THE JOINT COLLEGES

1. The opportunity of having civilian employees attending the joint colleges affords the Department of Defense another means of assuring that key civilian personnel are properly equipped to carry out responsible duties in the Department. It is important that the necessary time and attention, including the endorsement of the candidate by a high-level committee, be devoted to the selection of nominees for this purpose, if the Department is to take full advantage of this opportunity. In the selection, the following criteria will be observed:

a. The employee must have an appointment without time limitation and must have competitive status if employed in the competitive service;

b. The employee selected for the National War College or the Industrial College of the Armed Forces must occupy a position in grade GS-15 or above. In a few instances, employees in Grade GS-14, who have demonstrated an exceptionally high potential for advancement, may be considered for selection. The employee selected for the Armed Forces Staff College must occupy a position in grade GS-12 or above;

c. The employee must have demonstrated a potential for higher level responsibilities in the DoD;

d. The employee must have arrived at a point in his career development where the specific educational opportunity offered by each of the colleges is appropriate and desirable for his future development within the DoD. Careful consideration should be given to the employee's probable future assignments and responsibilities and a judgment made concerning the applicability of the college's program to his development;

e. Because of the extremely broad scope of the college courses, employees nominated should have demonstrated a capacity to adjust themselves readily to a variety of substantial fields, to master complex subject matter quickly, to appreciate the problems and understand the implications involved in economic, political, technological, administrative, and military planning;

f. One of the learning techniques used by the colleges is small group activity. Employees nominated for attendance at one of the colleges should, therefore, have demonstrated an adaptability for work in small groups as an approach to the educational process;

g. The employee should possess the educational background, maturity, and poise to meet on an equal footing with the other military students (Army, Air Force, and Marine Colonels and Lieutenant Colonels, and Navy Captains and Commanders at the National War College and the Industrial College of the Armed Forces; Army and Marine Corps Lieutenant Colonels and Majors, Air Force Majors, and Navy Lieutenant Commanders at the Armed Forces Staff College).

h. The employee must have, or be able to obtain clearance for access to Top Secret information.

i. The employee must desire to attend the college.

j. In order for the DoD to profit by the investment in personnel who take a course at one of the colleges, only employees who are expected to be available for further service in the DoD upon completion of the course should be nominated. Therefore, an employee nominated for the course must be willing, if selected, to agree to remain with the DoD for a minimum period of 3 years upon completion of the course, or for such a portion of this 3-year period as his services may be required.

2. Deviations from these criteria may be made only in exceptional cases if it is considered to be in the best interests of the DoD, and then only upon approval of the Head of the DoD Component concerned, or his designee for this purpose.

3. In addition to meeting the criteria in 1 above, employees nominated for the National War College should hold a position or be earmarked for one in which the political military affairs curriculum of the National War College is relevant. While specialists in technical or scientific matters are eligible, experience has shown that such persons also must have a strong background in the matters which are covered in depth in the curriculum. These include such national security fields as: International Affairs, the relation of military policy to foreign policy, the decision-making process, the US domestic environment, US strategy, plus an array of elective courses relating to US national security issues. The employee must have a broadly based educational background and be intellectually capable of future senior level assignments in planning, intelligence, and other joint activities, of the DoD, National Security Council, Department of State, USIA, AID, ISA, CIA, NSA, and other national security-oriented agencies. The National War College program requires a high degree of participation (oral and written) on national security related topics.

4. In addition to meeting the criteria in 1 above, employees nominated for the Industrial College of the Armed Forces must hold a position, or have been selected for a later assignment to a position which entails considerable decision-making responsibility in the management of national security resources, including the related economic, social, political, environmental, technological, administrative and military factors. Further, the employee's position should be one requiring an understanding in depth of the principles, policies, operations, and organizations involved in national and international security affairs.